

Army National Guard GED Plus Program (AGPP) Student Guide

ARNG GED PLUS PROGRAM (AGPP) STUDENT GUIDE

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SECTION I - STUDENT ADMINISTRATION

1-1 MESSAGES: The ARNG GED Plus Program (AGPP) telephone numbers are commercial (501) 212-5503 or (501) 212-5596. Be sure to leave these telephone numbers with your immediate family or a person to be notified in the event of an emergency. These are emergency numbers only and are not intended for routine use.

1-2 MAIL: Is the responsible of the AGPP 1SG. To receive mail during your stay at the Professional Education Center (PEC), the mailing address is as follows:

***National Guard Professional Education Center
GED PLUS BLDG 16419
ATTN: (RANK) (SOLDIER'S NAME)(Platoon #)
P.O. Box 797
North Little Rock, AR 72115***

1-3 EMERGENCY: The American Red Cross procedures will be used in the event of an emergency that would require a student to return home. The AGPP cadre can assist you with these procedures, at 501-212-5503 or your family may contact **The American Red Cross at 1-877-272-7337.**

1-4 RELIGIOUS SERVICES: The Camp Robinson chapel is located across from Sergeant Young Hall and offers church services on Sunday morning at 1000 hours.

1-5 FINANCIAL MATTERS: Your pay documents will be checked by our designated person. You will be entered into the pay system during your stay at Camp Robinson. An ATM machine is located outside the Canteen. Soldier should travel with at least \$20.00 but no more than \$50.00.

1-6 TRAVEL: If any issue arises during travel (i.e. missed flight, delays, etc.) please contact your state POC or the ARNG GED PLUS operations section at (501) 212-5503.

SECTION II GENERAL POLICIES

2-1 PURPOSE: This section outlines the general policies of the AGPP and explains the standards of behavior, conduct, and performance that are expected of all students.

2-2 PRIVATELY OWNED VEHICLES (POV): Students are not permitted to use their POV while attending the AGPP.

2-3 PERSONAL WEAPONS AND PYROTECHNICS: Personal weapons and pyrotechnics of any kind are not authorized.

2-4 DEPENDENTS: Dependents are not authorized to accompany students. Dependents/guests may not stay overnight in PEC or AGPP Billeting.

2-5 ALCOHOLIC BEVERAGES: Alcoholic beverages are NOT permitted.

2-6 IDENTIFICATION: Students are required to have their military ID card at all times.

2-7 SICK CALL: Sick call is from 0700 to 0800 hours MON-FRI at the Troop Medical Clinic (TMC). An Individual Sick Slip (DD Form 689) must be obtained from and completed by AGPP CADRE before a student can receive medical attention. Those soldiers requiring medical services not available at the TMC will be referred to the medical clinic at Little Rock Air Force Base. During non-duty hours, report to the AGPP Cadre, and ensure that a DA 2173 (Statement of Medical Examination and Duty Status) Section I is completed by medical personnel for any student with an injury that requires medical attention.

2-8 Personal Appearance: Students will be required to maintain a military appearance IAW AR 670-1 while attending the AGPP.

2-9 RELEASE PRIOR TO COMPLETION OF THE COURSE: The Commandant may remove students from a course, upon verification of, but not limited to, the following:

- (1) Falsification of any document
- (2) Cheating on or compromising any examination
- (3) Alcohol consumption or any alcohol related incident
- (4) Theft
- (5) Insubordination
- (6) Disorderly, immoral, or indecent acts/conduct
- (7) Fighting or verbal/physical altercation
- (8) Acts which jeopardize the safety of others
- (9) Absence without cause/authority/leave
- (10) Gambling in any manner
- (11) Possession or use of nonprescription drugs or controlled substances
- (12) Use of profanity
- (13) Possession of weapons, pyrotechnic devices, ammunition, knives
- (14) Use of cigarette/tobacco products at any time while attending the AGPP
- (15) Willful damage of property, personal, or government
- (16) Two or more disciplinary counseling sessions (including attitude or motivational

- problems)
- (17) Plagiarism
- (18) False Statements

2-10 SAFETY:

- a. Promoting safety conscious habits and complying with safety policies is a student responsibility. Students will be supervised as much as possible by AGPP Cadre to ensure safety policies are followed at all times.
- b. Safety is an individual as well as a command responsibility. Safety and accident prevention requires awareness of dangers and continual alertness to minimize dangers and prevent accidents.
- c. Students enrolled in the course during the months of May-September should be particularly sensitive to extreme heat conditions. Be sure to drink plenty of water during these times to avoid possible dehydration. During the months of October-April watch for ice on the sidewalks and parking lots.

2-11 CLASSROOM CONDUCT:

- a. Inside the classroom:

- (1) Students will respond to a question one at a time and loud enough so that all other class members in the classroom can hear their response.
- (2) Be alert and attentive during classes. Students unable to remain alert will stand and move to the back of the classroom. Military bearing must be maintained at all times.
- (3) Students will refrain from using language which may be considered offensive to any other student. Jokes or remarks of a vulgar, religious, or discriminatory nature will not be tolerated. The DOD equal opportunity policy will be followed at all times.
- (4) Students will be responsible for restoring the classroom to a neat and orderly appearance prior to the end of each training day. Desks will be cleared, chairs pushed in, windows locked, blinds drawn, and lights and equipment turned off.
- (5) Students will have all appropriate references and training materials needed for class.
- (6) Students are expected to be in the proper uniform IAW AR 670-1. There is a copy of AR 670-1 in the Platoon Leader Guidebook.
- (8) All students will attend a mandatory study hall every night.

- b. Outside the classroom:

- (1) Breaks are scheduled at the end of each period of instruction. Breaks will take place outside the classroom in the designated student break areas.
- (2) Students will at no time linger in hallways or instructor break areas.
- (3) Noise will be kept to a minimum when passing from the classroom to break areas.
- (4) Students are responsible for keeping break areas as well as latrines clean.
- (5) Lights out and quiet time will be from 2100 – 0430 while attending AGPP

2-12 PERSONAL TIME: Student enlistees will be afforded personal time each day.

a. Each day student enlistees will be awarded free time to:

- (1) Wash laundry
- (2) Organize personal area
- (3) Write letters
- (4) Read
- (5) Study

b. During free time students will not be allowed to leave the AGPP student area without supervision of the AGPP cadre.

2-13 FRATERNIZATION:

a. Student to Staff: Fraternization between students and PEC Staff is not authorized. A professional relationship must exist between the students and the staff. Maintaining personal relationships or socializing on or off duty creates an unhealthy atmosphere and undermines the professionalism of the school. Both staff and students must maintain a professional decorum.

b. Student to Student: Student to student personal relationships will be of a strict professional nature. Fraternization between students will NOT be tolerated.

2-14 REQUIRED ITEMS: You are REQUIRED to have certain items of clothing and equipment in your possession while at the AGPP (see Appendix A and Required Items Packing List). Students missing any required items will be referred to the AGPP NCOIC. Failure to procure missing items of equipment could result in release from the course.

2-15 LEAVE/PASS POLICY: Students are NOT authorized leave or pass while enrolled in the AGPP.

2-16 BILLETING: Students will keep their personal areas and the AGPP billets in a neat and orderly fashion at all times. The AGPP 1SG and or AGPP Cadre will inspect personal areas and the AGPP billets on a daily basis.

SECTION III LEADERSHIP

3-1 PURPOSE: This section states the purpose of the student Chain of Command.

3-2 STUDENT CHAIN-OF-COMMAND:

- a. Students will ensure all tasks are accomplished according to course standards. Students must adhere to instructions from the student chain of command. Students assigned in leadership positions must ensure they are familiar with the duties of the position to which they are assigned (see Platoon Leader's Binder for a description of student leadership positions).
- b. Full cooperation by all students is required at all times. Failure to respond to lawful orders issued by a student leader could result in disciplinary action or release from the course. The appointed student leaders are considered part of the AGPP Chain of Command.

Appendix A Required Items

Documents:

- Shipping Packet from MEPS
- Copy of Previous GED Transcript

Identification:

- Military ID or SSN Card and State Identification Card

Clothing:

1. Listed items are to be in Soldiers possession upon arrival to the course. All items will be in a serviceable condition, clean, in good state of repair, and fit properly.
 - a. An inventory will be performed upon students' arrival.
 - b. States must be prepared to replace any items, if necessary.
 - c. Students are encouraged to limit personal property due to limited wall locker space.
 - d. All students will bring the following personal items: (also check the Required Items Packing List)

GED Plus Packing List Male Soldier		GED Plus Packing List Female Soldier
1 Set of Casual Clothing for Travel		1 Set of Casual Clothing for Travel
Underwear (6 Pr)		Underwear Females (6 Pr)
Athletic Shoes (Running)		Athletic Shoes (Running)
Eyeglasses, if Required		Eyeglasses, if Required
Contact lens case/solution (if required)		Sports Bra Females (4 Ea)
		Feminine Hygiene Products
		Bobby pins or Hair ties (Must Match natural hair color)
		Contact lens case/solution (if required)
		Birth Control Pills (if required)
		Hairspray or Hair Gel

If contacts are worn, State commands or MEPS are responsible for ensuring students have enough for 32 days of training.

Appendix B Prohibited Items

1. The following Items (but not limited to) are **PROHIBITED** to bring to the AGPP:

- (1) Pets
- (2) Weapons of any type to include pocket knives
- (3) Nonprescription drugs or drug paraphernalia
- (4) Alcoholic beverages and empty containers
- (5) Cigarette/Tobacco products to include lighters, matches, etc
- (6) Obscene, suggestive, or pornographic materials
- (7) Gambling devices to include playing cards, dice, dominoes, etc
- (8) Video game systems

2. Questions can be directed to the ARNG GED PLUS Operations at commercial (501) 212-5503.